

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

CONTRACT NO.:	RQ# RK103277
CAPTION:	Ride Share
PROPOSED CONTRACTOR:	Lyft, Inc.
AGENCY:	Office of the Attorney General

FINDINGS

1. AUTHORIZATION:

D.C. Code Sec. 2-354.04, 27 DCMR 27 DCMR 5022 and 5032

2. MINIMUM NEED:

The Office of the Attorney General (OAG) has a need for on-demand transportation of about 54 employees in the agency's Office of Community Engagement, Civil Litigation Division, and the Restorative Justice and Victims' Services Sections throughout Washington, D.C. and if necessary, the Washington D.C. suburbs. OAG seeks a ridesharing company for an estimate of 800 round trips per fiscal year.

3. ESTIMATED REASONABLE PRICE:

The estimated reasonable price is \$1000.00 per month, which totals approximately \$12,000.00 for one year. The price is estimated based on Lyft's trip calculator from 441 4th Street to the farthest points in Washington, D.C. (i.e. Blue Plains, Southview, Takoma Station and Shepard Park). The estimated price to these points on average is \$15.50 one way and the minimum fare to take a Lyft is \$5.00. The actual price can be lower or higher due to distance, Lyft typeⁱ, rush hourⁱⁱ, and feesⁱⁱⁱ.

ⁱ Lyft offers six (6) types of rides (i.e. Line, Lyft, Plus, Premier, Lux, Lux SUV).

ⁱⁱ Peak hours in Washington D.C. vary day-to-day, but often fall between 7am-9pm and 6pm-8pm.

ⁱⁱⁱ Lyft charges fees for cancellations, scheduled rides, airports, and crossing state lines.

4. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT:

OAG is the chief legal office of the Government of the District of Columbia. The agency is charged with enforcing the laws of the District in a manner that is in the public's interest. OAG provides the District government with high quality legal advice, defends the city in all lawsuits,

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promotes public safety by prosecuting crimes and deterring public nuisances, and protects the city's most vulnerable residents. Employees in OAG's Office of Community Engagement, Civil Litigation Division, and the Restorative Justice and Victims' Services Section often operate outside of normal business hours, when public transportation is of limited availability. Staff also provide services in neighborhoods where the Metrorail is not within walking distance. This results in extended travel time to and from the jobsite due to wait time for a bus or taxicab. Moreover, staff utilizes banners, pamphlets, case files, and other supplies that are difficult to carry on public transportation. Ridesharing will alleviate travel time, increase productivity, and ensure that applicable OAG employees arrive at and depart from outreach events, depositions, and/or meetings in a timely manner.

From a procurement and administrative perspective, employees in the affected units will no longer have to advance funds and later seek reimbursement, OAG's Finance Office can more efficiently use its time as the number of local travel reimbursement will significantly decrease and such expenditures can be tracked in real-time from one source. Contracting with Lyft to provide local travel for the identified units will greatly increase efficiency in the procurement, finance and administrative processes.

Lyft is the only ridesharing company that accepts purchase orders and that can meet OAG's timeliness needs. Additionally, the District of Columbia taxicab companies cannot commit to meeting OAG's required pickup time periods.

The Department of Public Works previously implemented Vehicle on Demand (VOD), which provided free ridesharing services to District employees. However, VOD since then has been discontinued as of April 30, 2018.

Therefore, Lyft is the only vendor reasonably available to provide the required transportation services. It is in the best interest of the District to contract with Lyft.

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the

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District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Contracting Officer approve the use of the sole source procurement method for this proposed contract.

Date

Emma Clark
Agency Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402, 403 or 407 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Karl A. Racine
Chief Contracting Officer
Office of the Attorney General

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